

**ADMINISTRATIVE AFFAIRS COMMITTEE**  
**August 24, 2022**

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **August 24, 2022**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes –June 26, 2022
3. Building Project Update
4. Staffing
5. Other
6. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

**1. ROLL CALL**

Mr. Howard Elstro	City of Lima
Mr. Jerry Gilden	Marion Township
Mr. Jamie Mehaffie	City of Delphos
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County
Mr. Thomas Tebben	City of Lima
Ms. Kelli Singhaus	Allen County

**GUESTS**

Mr. Blaine Cline	Core Consulting
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**STAFF**

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Mr. Brandon Casler	Lima-Allen County Regional Planning Commission

**2. APPROVAL OF AAC MINUTES – June 26, 2022**

**Motion 17 (8-24-22) AAC**

Doug Post motioned to accept and approve the June 26, 2022, meeting minutes. Seconded by Jamie Mehaffie, motion carried.

**3. BUILDING PROJECT UPDATE**

Mr. Coleman introduced Blaine Cline, Director of Building Design at Core Consulting, who presented an update on the building project planning and design process. Mr. Cline presented the committee with a rendering of the proposed exterior design and the existing and proposed

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floor plans. In addition, Mr. Cline reviewed the project's status and a few items that require further study and, ultimately, direction from the board.

Discussion centered on the interior changes required to install windows on the lower level of the building, lobby flooring and walls, elimination of closets, and relocation of the front office wall. In addition, Mr. Cline discussed the upper-level windows and options available to reduce visibility into the upper-level once the windows are installed. The committee indicated they are amenable to installing a privacy class on the upper level and regular glass on the lower level. The privacy class would eliminate any interior work on the upper level.

The discussion centered on the condition of the canopy and exterior brickwork. This has been a recurring theme since the project's inception. The safety issue remains a concern due to the age and condition of the overhang. Additionally, getting a complete evaluation of the brick with it in place is impossible. Therefore, the committee decided the best course of action was to remove the canopy to eliminate the safety issue and allow for a full evaluation of the brick to develop an accurate estimate for the project.

### **Motion 18 (8-24-22) AAC**

Howard Elstro motioned to authorize the Executive Director to contract for the canopy removal and to secure the upper level for the winter. Seconded by Doug Post, motion carried.

## **4. STAFFING DISCUSSION**

Mr. Coleman informed the board earlier in the day of his intent to retire at the end of September. The committee discussed the steps necessary to recruit the next Executive Director, including reviewing the current job description and salary range. The committee recommended an update to the job description and authorized advertising the position as soon as possible.

### **Motion 19 (8-24-22) AAC**

Howard Elstro motioned to authorize the Executive Director to update the current job description to modify all aspects listed as "required" to "preferred" and to begin the selection process immediately. The position will post for an initial period of two weeks. Seconded by Doug Post, motion carried.

The committee discussed the review of applicants and the interview process. It was suggested that a committee be created to collect and review resumes and subsequently interview potential candidates.

### **Motion 20 (8-24-22) AAC**

Howard Elstro motioned to create a subcommittee to receive applications and conduct interviews. Howard Elstro and Tom Tebben volunteered to serve on the committee. Seconded by Doug Post, motion carried.

Mr. Coleman discussed the pending Western Ohio Regional Transportation Planning Organization. He suggested that the AAC and EC consider adding a staff position to coordinate the activities of the RTPO. Mr. Coleman indicated that a job description and salary range would need to be created and approved.

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**Motion 21 (8-24-22) AAC**

Jamie Mehaffie motioned to create a position to coordinate the RTPO and its activities. Seconded by Howard Elstro, motion carried.

**5. OTHER**

**6. Adjournment**

**Motion 22 (8-24-22) AAC**

Jerry Gilden made a motion to adjourn. Seconded by Doug Post, motion carried.